

**Meopham Parish Council
Environment & Amenities Committee Meeting via Zoom
held on Tuesday 1st September 2020 at 7.30 p.m.**

Committee Members Present: Cllrs D Bramer (Chairman), M Bramer, S Buchanan, S Gofton and B Wade (Vice Chairman)

In attendance: N. Jerram (Clerical Assistant), Sharon Baker (Allotment Secretary), Robin Lee (Meopham & District Allotment Association (M&DAA))

Item 1 **To Receive and Accept Apologies for Absence**

E.1 Apologies were received and accepted from Cllr Luxford (holiday) and K Dare and G Wilsher (Meopham & District Footpaths Group)

Item 2 **To receive Declarations of Interest**

E.2 There were no declarations of interest

Item 3 **To approve minutes of the previous meeting**

E.3 The minutes of the meeting held on 28.01.20 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr Wade. There were 4 votes in favour and 1 abstention due to non-attendance at the last meeting.

Item 4 **To consider matters arising from the above Minutes**

E.4 **Memorial Bench – Item 6.2** – Cllr Wade informed members she had met with the resident and confirmed the bench is to be positioned on the side green.

Trees - Item 6.3.1— Cllr D Bramer confirmed that the Arboricultural Officer at KCC had advised the Parish Council to focus on 2 specific areas at the allotment site.

Hook Green – Item 6.4.3 – Post and board work completed at Hook Green.

Bus Shelters – Item 8.1 – A bench seat has been installed in the shelter adjacent to Meopham Primary School. Maintenance and repair works completed to 3 brick shelters in the parish.

Priestwood Green – Item 15.3 – A new name sign to replace the previous one which had rotted has been installed on the green.

E.5 Cllr Wade proposed a motion to bring forward **Item 7 Allotments** to allow members of the Allotments Association to speak. This was seconded by Cllr Buchanan and all voted in favour.

Cllr D Bramer invited Sharon Baker (SB) (Allotment Secretary) and Robin Lee (RL) to speak.

Standing Orders were then suspended on a proposal by Cllr Buchanan, seconded by Cllr D Bramer and all voted in favour.

SB explained their security concerns following a spate of thefts and vandalism at the site. Discussions followed regarding the boundary fencing with the farmers field and suggestions on how to make the site more secure.

RL confirmed that there are 3 areas of fencing on the boundary in need of attention. This has previously been reported and we are seeking a quote for the work.

Discussions moved to security concerns with the main gate and the suggested fixing of weld mesh put forward by the Allotment Committee.

SB informed members that she had investigated CCTV options including solar powered equipment and they would be looking into funding possibilities. Cllr D Bramer asked if she would keep the Parish Council informed of any progress on this.

Standing orders were then reinstated.

After further consideration members agreed on two proposals:

1. Boundary Fencing - Cllr Wade proposed a motion to write to the farmer regarding security of gate into field on boundary with the allotment site and any fencing he has put up on the allotment side. This was seconded by Cllr M Bramer and all voted in favour.
2. Main gate – Cllr Wade proposed delegating to the clerk to liaise with the Allotment Committee to source and install galvanized weld mesh up to a cost of £150. This was seconded by Cllr Gofton and all voted in favour.

Action: Clerk

Cllr D Bramer thanked the Allotment members for attending the meeting.

7.55pm – SB (Allotment Secretary) left the meeting.

Item 5

Rights of Way, including Footpaths Groups

5.1 Update from Meopham & Districts Footpath Group

E.6

Cllr D Bramer read out points from a report from K Dare (M&DFG):

- Limited Walk Schedule with full regard to Covid-19 restrictions
- Treasurer and Secretary vacancies

- Path clearing limited but continuing with the monitoring programme
- Pleased to see new Priestwood Green name sign in place
- Damage to Pat Wilson bench presumably by a grass cutting machine
- MPC bench in need of renovation

Members discussed the above and asked the clerk to investigate what work is required to the bench owned by MPC on Priestwood Green.

Action: Clerk

Item 6 **Village Greens/Harvel Pond**

6.1 Update on the pond (Pond Warden)

E.7 No update received from the Pond Warden.

6.2 Memorial benches

6.2.1 In accordance with the decision made at the Committee's last meeting, to confirm that with effect from February 2020 no additional benches should be placed on the main part of Meopham Green; and to forward this decision on to the Administration and Resources Standing Committee as a proposal for a formal Council policy to be ratified at its next meeting

E.8 Cllr Gofton proposed the above motion, this was seconded by Cllr M Bramer and all members voted in favour.

6.3 To consider request from a resident to place a memorial bench on Meopham Green

E.9 In view of approval of Item 6.2.1 Cllr Buchanan proposed to inform the resident that sadly no additional benches can be placed on the main green but the Parish Council will consider a position on one of the side greens. Exact location to be agreed. This was seconded by Cllr Gofton. There were 4 votes in favour and 1 abstention due to a declaration of interest.

Action: Clerk

6.4 Trees

6.4.1 Following advice from Tree Inspector, agree to proceed with works advised at 'target allotments'

E.10 Following discussions members agreed that there are several trees in a poor state. Cllrs D Bramer and Wade will work with the clerk to draw up

a job specification for tree works at target areas at the allotment site and Priestwood Green and combine this with works identified as part of the tree survey **Item 6.4.3.**

Action: Clerk/Cllrs D Bramer/Wade

6.4.2 Following survey carried out in May, to agree to remove ivy and reduce height of tree on Edmund Green adjacent to no.10

E.11

Cllr D Bramer proposed a motion for work to be carried out on the tree outside No.10 Edmund Close and all basal growth to be removed from the trees located on the village greens and to delegate to the clerk to spend up to £500 for these works. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

6.4.3 Tree Survey – To approve to proceed with professional survey of all the trees in the parish to include a climbing survey of Beech trees on Edmund Green to be carried out by Original Tree Surgeon

E.12

Cllr Wade proposed approval of the above motion. This was seconded by Cllr D Bramer and all members voted in favour.

Action: Clerk

6.5 Posts – Outstanding Work Update

E.13

Discussions followed on outstanding post work. Cllr D Bramer proposed authorising the clerk to spend up to £500 for the installation of 28 posts on Meopham Green. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

6.6 To consider any further action necessary regarding vehicle access on to Meopham Green

E.14

Cllr D Bramer explained that the Parking & Traffic Issues Working Group had discussed vehicle access on to Meopham Green. Cllr D Bramer proposed that this is passed to the Cricket Club who will consider any further actions to be appropriate. This was seconded by Cllr Buchanan and all voted in favour.

6.7 To consider a request from Meopham Colts to use Hook Green for overflow parking on match days

E.15 Members agreed no permission can be given for parking on Hook Green and the clerk was asked to inform Meopham Colts accordingly. This motion was proposed by Cllr Buchanan, seconded by Cllr Wade and all voted in favour.

Action: Clerk

Item 7 **Allotments**

7.1 To note damage to fencing on the boundary with farmers field

E.16 This item was addressed earlier.

7.2 Main gate security – to note email received from Allotment Association

E.17 This item was addressed earlier.

Item 8 **Bus Shelters**

8.1 KCC Bus Shelter Grant deadline 21.08.20 – to note costs for works submitted for shelter repair to replace 2 x polycarbonate panels at Huntingfield Road Bus shelter

E.18 Members noted the costs.

8.2 To note the maintenance work carried out at the brick shelters in the parish

E.19 Members noted the above.

Item 9 **Recreation Ground and Playground Equipment**

9.1 Wetpour damage – Update on the site visit (20.08.20) with Abacus Playgrounds to review safety surface options

E.20 Cllr D Bramer confirmed DB, BW, SE & NJ met on site with Sales Manager from Abacus Playgrounds. Members discussed the various safety surfaces available and possibilities of funding. Cllr Gofton proposed to seek 2 further quotations for complete replacement of safety surfacing at Judson's play area. This was seconded by Cllr Buchanan and all voted in favour. There were further discussions on replacing the Trim Trail equipment which had deteriorated and was removed from the play area for Health & Safety reasons. Cllr D Bramer proposed seeking quotations for replacement metal Trim Trail equipment with suitable surface beneath. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

9.2 To note some swings have been removed from the play area by GBC in line with current Covid-19 Government Regulations

E.21 Members noted the above.

9.3 To note Teen Shelter has been painted

E.22 Members noted the above.

Item 10 **Litter Pick**

10.1 To review the litter picking schedule

E.23 Following consideration Cllr Gofton proposed due to Covid-19 restrictions the Parish Council are unable to convene with a Community Litter picking schedule at the present time, to be reviewed at the next E&A meeting in November. This was seconded by Cllr Buchanan and all voted in favour. Members agreed to actively promoting 'Great British September Clean' on the Parish Councils website and social media pages which is taking place 11th-27th September.

Action: Clerk

Item 11 **Toilets**

11.1 To note men's toilet seat repair

E.24 Members noted the above repair is in progress.

Item 12 **Noticeboards**

12.1 To note installation of refurbished notice board at Culverstone

E.25 Members noted the above.

12.2 To note installation of new name sign at Priestwood Green

E.26 Members noted the above.

12.3 Neville Parade – (to be discussed in closed session)

E.27 This item to be discussed in closed session.

Item 13 **Youth Club – Update**

E.28 Cllr Gofton updated members on her meeting with The Grand and The Colts. Due to current Covid-19 restrictions The Grand are only delivering their service remotely via Zoom. Tuesday evenings have been pencilled in in preparation for any changes to the current situation. Further information regarding age groups and costs involved is awaited from The Grand.

Item 14 **Electric car charging points – to note we have expressed an interest in the programme to install electric charging points in rural locations**

E.29 Cllr D Bramer explained that there are a limited number of electric car charging points provided free in rural locations with additional points available subject to match funding. The PC has registered an interest as a parish which is capable of achieving match funding.

9.05pm – RL (M&DAA) left the meeting

Item 15 **Financial Matters**

15.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)

E.30 The above was approved on a proposal by Cllr Buchanan, seconded by Cllr Wade and all voted in favour.

15.2 To note the Environment and Amenities Committee expenditure up to 31.08.20

E.31 Members noted expenditure

Item 16 **Correspondence**

13.1 To note correspondence received

E.32 Members noted the Correspondence List

On a proposal from Cllr D Bramer, seconded by Cllr M Bramer, all members agreed to move into Closed Session.

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

Item 17 **To consider and approve the following quotations:**
17.1 To consider the quotations submitted for a new notice board at Neville Parade of similar size and style and approve, if appropriate, a contractor

E.33 Following consideration Cllr D Bramer proposed acceptance of the quote received from The Parish Notice Board Company subject to approval of design and if not suitable to delegate to the clerk to spend up to £500 for a similar aluminum notice board and to spend up to £250

for installation and removal of old notice board. This was seconded by Cllr Gofton and all voted in favour.

Action: Clerk

Item 18 **Annual review of the Service Contract**

E.34 After discussion D Bramer proposed that a meeting be arranged with the Service Contractor to review some areas of the contract and discuss any concerns. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

Item 19 **Edmund Green - to receive an update on the potential claim**

E.35 Cllr D Bramer confirmed The Loss Adjuster has visited site and a progress report is awaited.

Meeting closed at 9.30pm

Appendix 1

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NETT
MPC CASHBOOK 2020-21 (Lloyds Bank Treasurers accounts - Debit card)						
007/130720	13.07.20	Amazon	new padlock for play area gate and key for GBC for other new gates	£ 10.86	£ 1.81	£ 9.05
MPC - Direct debits - CASHBOOK 2020-2021 (Lloyds Bank Treasurers accounts)						
DD	20.05.20	SSE	Electric Bill - toilets up to 04.05.20	£ 38.91	£ 1.85	£ 37.06
MPC CASHBOOK 2020-2021 (Unity Trust Bank) - Standing Orders/Direct Debits						
001/150420	15.04.20	Highview Trees	Service Contract - 15.03.20 to 14.04.20	£ 475.00		£ 475.00
003/150520	15.05.20	Highview Trees	Service Contract - 15.04.20 to 14.05.20	£ 475.00		£ 475.00
013/150520	15.06.20	Highview Trees	Service Contract - 15.05.20 to 14.06.20	£ 475.00		£ 475.00
015/150720	15.07.20	Highview Trees	Service Contract - 15.06.20 to 14.07.20	£ 475.00		£ 475.00
019/200820	15.08.20	Highview Trees	Service Contract - 15.07.20 to 14.08.20	£ 475.00		£ 475.00
MPC cashbook 2020-21 (unity Bank) - online payments						
005/140420	14.04.20	May Harris	Pitfield Toilets - cleaning March 2020	£ 665.38	£ 110.90	£ 554.48
017/290420	29.04.20	Business Stream	Pitfield Toilets - water bill from 14.11.19 to 12.01.20	£ 76.89		£ 76.89
018/290420	29.04.20	Gravesham Borough Council	Business Rates - Pitfield Toilets 01.04.20 to 21.03.21	£ 935.63		£ 935.63
021/200520	20.05.20	Element UK Limited	Bus shelter cleansing - April 2020	£ 214.20	£ 35.70	£ 178.50
036/230620	25.06.20	May Harris	Pitfield Toilets - cleaning & Supplies - May 2020	£ 743.14	£ 123.86	£ 619.28
029/200520	20.05.20	May Harris	Pitfield Toilets - cleaning March 2020	£ 702.82	£ 117.14	£ 585.68
036/230620	25.06.20	May Harris	Pitfield Toilets - cleaning & Supplies - May 2020	£ 743.14	£ 123.86	£ 619.28
039/230620	25.06.20	Element UK Limited	Bus shelter cleansing - April 2020	£ 228.00	£ 38.00	£ 190.00
050/140720	14.07.20	Business Stream	Water Bill Pitfield Toilets - Jan 20 to July 20	£ 293.78		£ 293.78
059/140820	14.08.20	May Harris	Pitfield Toilets - cleaning July 2020	£ 702.82	£ 117.14	£ 585.68
060/140820	14.08.20	May Harris	Pitfield Toilets - cleaning June 2020	£ 702.82	£ 117.14	£ 585.68
062/140820	14.08.20	H. Antwiss (Toolbox)	Install Priestwood Green sign	£ 125.00		£ 125.00
063/140820	14.08.20	H. Antwiss (Toolbox)	Renovate Teen Shelter - Judson's Rec	£ 490.00		£ 490.00
064/140820	14.08.20	H. Antwiss (Toolbox)	Culverstone Noticeboard - refurbishment and installation	£ 550.00		£ 550.00

Meopham Parish Council

066/140820	14.08.20	Element UK Limited	Bus shelter cleansing - August 2020	£	228.00	£	38.00	£	190.00
071/140820	14.08.20	Clearwater Technology Ltd	Legionella Testing - Pitfield Toilets & Water Fountain	£	312.00	£	52.00	£	260.00

DRAFT